



Job Vacancy

Patrol Sergeant Police Department

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Description: Under occasional supervision, enforces all Federal and State laws and City ordinances relating to public safety and welfare. Supervises assigned subordinates in the absence of the Watch Commander. Performs administrative and specialized technical work as assigned. Works under stressful, high-risk conditions.

- Enforces all Federal and State laws and City ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety.
- Takes active charge in serious or unusual situations.
- Wears a respirator during emergency situations when appropriate.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the City, responding to emergency calls and/or public calls for assistance, investigating criminal incidents, apprehending and arresting suspects and violent persons, securing crime scenes, issuing traffic citations/summonses, seizing property and/or criminal evidence, maintaining public order, interrogating suspects, transporting prisoners and mental patients, etc.
- Serves warrants, summonses, subpoenas, civil, and other official papers.
- Investigates crimes. Interviews witnesses, complainants, and victims; gathers physical evidence and preserves it for court; conducts follow-up investigations as needed.
- Investigates and reports accidents, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Provides testimony and presents evidence in court as necessary.
- Performs duties of superior officer as required in his/her absence.
- Under supervision of Patrol Lieutenant, provides leadership and supervision of assigned subordinate officers engaged in the activities of the Patrol Division; supervisory duties include instructing, assigning and reviewing work, maintaining standards, coordinating activities, allocating personnel and acting on employee problems. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.
- Prepares and/or submits daily activity reports, incident reports, supplemental reports, accident reports, monthly reports, logs, etc.
- Develops and implements programs designed to provide effective and efficient law enforcement services to City citizens.
- Performs responsible duties related to crime prevention and community relations programs; attends neighborhood Crime Watch meetings to enhance police/community relationships; presents personal safety programs to citizens and implements problem-solving techniques and strategies.
- Demonstrates and promotes Community Team Policing by participating in community association meetings, community events, committees and other activities that promote community and police partnerships.
- Develops and maintains extensive knowledge of the services provided by other governmental and private agencies; refers citizens to needed services; monitors involvement of other agencies to ensure needed services are provided.

- Facilitates the exchange of information between citizens and other officers, detectives, crime prevention personnel and outside agencies.
- Remains abreast of all federal and state laws, and ordinances of the City of Lancaster; informs subordinates of any changes and ensures the implementation/enforcement of same.
- Attends required training courses and seminars; participates in required physical fitness activities.
- Attends departmental meetings as required.
- Maintains assigned equipment and vehicles.
- Operates various types of office equipment, machinery, and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone. Operates/uses a variety of police equipment, including restraining devices, protective gear, firearms, etc.
- Maintains required certifications and training as mandated by the Department.
- Reviews reports prepared by subordinate officers for completeness, accuracy, and compliance with regulations.
- Provides public services as required, including but not limited to assisting stranded motorists, providing traffic escorts, etc.
- Investigates and reports fires and related events; keeps bystanders out of danger; safeguards property.
- Renders first aid in emergency situations as necessary.
- Watches for wanted or missing persons and lost children; reports stray animals.
- May perform desk duties, including answering the telephone, fingerprinting suspects, and various other persons, etc.
- May monitor, transport, and otherwise care for detained / incarcerated persons.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

Desirable Education and Experience: Associate's Degree in Criminal Justice or related field supplemented by seven (7) years of experience in law enforcement, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have successfully completed required courses through the South Carolina Department of Public Safety, Criminal Justice Academy Division, and hold required certifications. Must possess a Class I Law Enforcement Certification and a Basic Law Enforcement Certification from SCCJA. Must possess a valid South Carolina Driver's License. Must maintain proficiency in the use of firearms and evasive driving techniques.

Application for Position: Applicants interested in this job opportunity should apply online at www.lancastercitysc.com (Employment Tab). This position is open until filled. EOE

Position May be Subject to the Following Background Checks Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range
214	\$21.98 to \$27.48